

Job Description

Library Clerk

GENERAL STATEMENT OF DUTIES: Performs a variety of clerical work in circulating and processing library materials and providing services to library patrons with specific duties at the circulation and reference desks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this classification staffs the circulation and information desks and performs duties within specific library programs. Work is performed under the supervision of the Library Supervisor.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

Staffs circulation and information desks which includes checking library materials in and out, responding to patron requests, searching title and reference information, renewing items, and assisting patrons with the computer catalog, the Internet, and other software.

Performs other miscellaneous duties including shelving library materials, mending and covering books, and handling patron reserves.

SPECIFIC JOB SKILLS: Some knowledge of basic office procedures and computer software programs; library systems. Ability to communicate and interact effectively with a variety of people; be self-motivated and carry assignments through to completion; process library materials accurately; establish effective working relationships with employees and the general public; use interpersonal and customer service skills; use discretion; and work effectively in a teamwork environment.

EDUCATION AND/OR EXPERIENCE: High school education or equivalent with some experience in a customer service environment preferred; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above described essential functions.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain a valid Oregon driver's license required for performing outreach program duties.

PHYSICAL DEMANDS: Physical activities required by the work include standing, bending, grasping, reaching, walking, talking, seeing, hearing, and repetitive motions of hands/wrists. Position pushes and pulls book carts weighing up to 100 pounds and lifts and carries up to 20 pounds.

WORKING ENVIRONMENT: Work is performed in a general office environment. Specific position assignments include driving in all types of weather conditions and delivery of materials to other sites

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.